

DEPARTMENT OF PUBLIC HEALTH  
POSTING OF VACANCY

**“DPH Employees are strongly encouraged to apply”**

**Equal Employment Opportunity Assistant**  
C.O. – Affirmative Action Office

**POSTING DATE:** September 30, 2015

**CLOSING DATE:** October 07, 2015\*

**PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** State Employees who are on the current certification list

**POSITION CONTROL NUMBER:** 012392SC

**NOTE:** THIS NUMBER MUST BE INCLUDED ON YOUR APPLICATION

**LOCATION:** 410 Capitol Avenue, Hartford, CT

**SHIFT/HOURS:** 1<sup>st</sup> Shift/40 hours/week

**SALARY GROUP/RANGE:** CR 19/\$55,797\*-\$72,420 (\*NEW State employees)

**NOTE:** Candidates must have applied for and passed the Equal Employment Opportunity Assistant exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**PREFERRED SKILLS:**

- Experience processing detailed *confidential* personnel, or similar, records for accuracy and completeness, and tracking missing information for quality assurance;
- Experience analyzing and manipulating demographic or census data and/or correcting links and formulas in MS Excel spreadsheets/databases for statistical reporting;
- Experience with AA/EEO related guidance, state and federal laws and regulations, or with programmatic/fiscal procedural guidelines for monitoring and reporting;
- Experience assisting staff or the public with questions and complaints on the phone, in-person or via email, and providing written follow-up using proper grammar, spelling and punctuation, utilizing MS Word and MS Outlook or comparable system;
- Experience assisting with Outreach and Recruitment or AA/EEO Training using electronic database management systems;
- Experience with financials/requisitions or workforce data using CORE-CT, Oracle/PeopleSoft and/or similar Human Resources Management System software.

**MINIMUM QUALIFICATIONS REQUIRED:**

**Knowledge, Skill and Ability:**

Knowledge of affirmative action plans and outreach initiatives; some knowledge of relevant state and federal laws, statutes and regulations; interpersonal skills; oral and written communication skills; basic mathematical skills; ability to work with organizations for outreach/recruitment; ability to research and compile statistical data; ability to utilize human resource information systems; ability to research and analyze human resource files..

**EXPERIENCE AND TRAINING:**

**General Experience:**

Five (5) years of clerical experience in affirmation action, equal opportunity assurance or human resources management.

**Note:** For state employees clerical experience is interpreted at the level of Office Assistant.

**Substitution Allowed:**

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience to a maximum of two (2) years.

**SPECIAL REQUIREMENTS:**

1. Incumbents in this class may be required to travel.

2. In accordance with Connecticut General Statute, incumbents in this class must complete five (5) hours of training during the first year of service or designation and a minimum of three (3) hours biannually thereafter. This training shall include (1) state and federal discrimination laws and (2) internal discrimination investigation techniques which will be provided by the Commission on Human Rights and Opportunities and the Permanent Commission on the Status of Women.

**PLEASE NOTE:** This position will be filled in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**Application Instructions:** ANYONE WISHING TO APPLY FOR THIS POSITION MUST SUBMIT A COMPLETE State of Connecticut Application Form for Examination and Employment (Form CT-HR-12), INCLUSION OF A RESUME IS OPTIONAL. THE ENTIRE APPLICATION PACKAGE MUST BE RECEIVED NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM AT:

FAX: 860-730-8386

EMAIL: [dph.recruitment@ct.gov](mailto:dph.recruitment@ct.gov)

If mail is necessary, please send to:

Department of Public Health

410 Capitol Avenue, MS #13PER

PO Box 340308

Hartford, CT 06134-0308

\* The closing date is for this posting. This may differ from the examination closing date for a competitive examination. Questions regarding this process should be directed to the Human Resources Office (Recruitment Hotline, 860-509-7223).

**THE DEPARTMENT OF PUBLIC HEALTH AIMS TO PROVIDE EQUAL OPPORTUNITY IN ALL ASPECTS OF EMPLOYMENT AND ADVANCEMENT, FOSTERING AN ENVIRONMENT COMMITTED TO SUPPORTING INDIVIDUALS IN ALL PROTECTED CLASSES. IF YOU REQUIRE AID/ACCOMMODATION TO PARTICIPATE FULLY AND FAIRLY, PLEASE CONTACT THE AFFIRMATIVE ACTION OFFICE AT 860-509-7220.**